

Memorandum

TO: Sue Sillick, Montana Department of Transportation

FROM: George Mazur, Cambridge Systematics

DATE: November 24, 2008

RE: Contract #308603, Progress Report for September and October 2008

■ 1.0 Summary

This Progress Report summarizes Cambridge Systematics' (CS) activities and progress on project work tasks and deliverables in support of contract #30863, *Smart Transportation and Land Use Planning*. The project was initiated on September 18, 2008.

■ 2.0 Work Progress and Accomplishments for September and October, 2008

The following bullets describe the work that was undertaken by the CS team during this reporting period.

- Task 1 – The research team held internal kickoff meetings, allocated Task 1 activities among team members, and set internal deadlines for completion of initial work activities. The research team began preparations for Technical Panel Meeting #1, which was held on October 29, 2008 in Helena. The research team and Panel reviewed the Task 1 work actions, set an internal schedule for the survey and interviews (subtasks 1.2 and 1.4), and approved the document review plan (subtasks 1.1 and 1.3). The research team initiated the identification and assembly of tool examples (subtask 1.3), as well as the review of Montana planning documents (subtask 1.1). As of 10/31/08, work is still *in progress* on all elements of Task 1.
- Task 2 – The research team, in consultation with the Technical Panel, has decided to conduct Tasks 1 through 3 concurrently. Initial efforts on Task 2 have included development of internal document review template, and identification of potentially well-developed tools as documented in existing research reports.
- Task 3 – The research team, in consultation with the Technical Panel, has decided to conduct Tasks 1 through 3 concurrently. However, expenditures have not been incurred in Task 3 as of 10/31/08.

- Task 4 - Work has not initiated on this task.
- Task 5 - Work has not initiated on this task.

■ 3.0 Project Schedule

- The planned and actual time schedule is shown in Table 1. As noted in Section 2.0, work on Tasks 2 and 3 initiated ahead of schedule on September 18, 2008.

Table 1 - Planned and Actual Time Schedule

Task	Scheduled Start Date	Scheduled Completion Date	Actual Start Date	Actual Completion Date	Percent Work Complete as of 10/31/08	Task Budget	Estimated Expenditures as of 10/31/08	Estimate Percent Expended as of 10/31/08
1. Literature Review and Scan	9/18/2008	1/15/2009	9/18/2008	n/a	15%	\$ 80,328	\$ 15,447	19%
2. Compilation and Analysis	12/15/2008	3/15/2009	9/18/2008	n/a	5%	\$ 46,852	\$ 1,000	2%
3. Gap Analysis	2/15/2009	6/15/2009	9/18/2008	n/a	0%	\$ 39,834	\$ -	0%
4. Stakeholder Engagement and Tool Refinement	4/15/2009	8/15/2009	n/a	n/a	0%	\$ 51,601	\$ -	0%
5. Toolkit Development and Deployment	7/15/2009	10/31/2009*	n/a	n/a	0%	\$ 81,261	\$ -	0%
Project Total						\$ 299,875	\$ 16,447	5%

* Task 5 completion date represents submittal of Draft Project Report.

■ 4.0 Project Issues

- The contract was not fully executed until September 18, 2008, which is after the August 1 date anticipated in the RFP and proposal. Based on this delay and the schedule presented in the proposal, the new date for completion of each task are as follows:
 - Task 1 – January 15, 2009
 - Task 2 – March 15, 2009
 - Task 3 – June 15, 2009
 - Task 4 – August 15, 2009
 - Task 5 (submittal of *Draft Project Report*) – October 31, 2009
- The initial Technical Panel meeting was held on October 29, 2008, which is five weeks after project initiation. Upon MDT's direction, Task 1 survey and outreach activities could not begin until after the initial Technical Panel meeting. This delay combined with the Panels desire to review all survey and interview material prior to distribution will make it difficult to complete Tasks 1.2 and 1.4 prior to January 15, 2009. CS will confer with MDT to determine an appropriate remedy for this delay (e.g. delay submittal of Technical Memorandum #1; report Tasks 1.2 and 1.4 interview findings in Technical Memorandum #2; etc.).

■ 5.0 Fiscal Expenditures

- The attached invoice reflects CS expenditures of \$10,247 through October 31, 2008.
- It is estimated that there are an additional \$6,200 in subconsultant expenditures and travel costs that have either not been invoiced by subconsultants or process through the CS accounting systems (as of November 6, 2008).
- The total *estimated* expenditure of \$16,447 represents about 5.5% of total project funds.